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Sec 2

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Mgmt &amp; Distrib. Br.

DATE: 7 August 1951

FROM 

SUBJECT: Downgrading of CIA Photographs

1. Some special conditions exist regarding the downgrading of photographs by the Graphic Register, OCD, which affect the procedures of the Records Mgmt & Distrib. Br. in notifying recipients of other copies of items downgraded. These conditions, and recommendations are described below.

4. Requests for the downgrading of security classification of a given photograph are most often received from another Government Department which is preparing a portion of a National Intelligence Study for publication by CIA. In the past it has been the practice for the Graphic Register to take action to determine from the source if the request for downgrading may be granted, and to prepare the reply to the requestor for signature of either the Chief, Liaison Division, OCD, or of the Assistant Director, OCD. Since the downgrading request referred to specific use of the picture in a specified publication, it has not been considered necessary, nor proper to attempt to notify any other office which may be in possession of a copy of the picture at the higher classification. It is recognized, however, that the publication of the picture at a lower classification does, in effect, reduce its classification from that time forward in so far as a strict interpretation of CIA Security Regulations is concerned.

5. Considering these facts, and the improbability of difficulties which might arise from failure to notify all holders of copies of a downgraded picture, especially since in the common cases there will be no difference in the mechanics of transmittal and storage of the photograph, it is recommended that the following steps be followed:

a. Requests for regrading photographs will be routed as usual to the Graphic Register, OCD for action;

b. Graphic Register will take the action and prepare the reply for signature of the proper official of OCD, but will ensure that a copy of the reply is sent to the Records Management & Distrib. Br., for inclusion in the Regraded Documents File;

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c. Except when specifically instructed to do so by the Graphic Register, the Records Management & Distribution Branch will not attempt to notify holders of copies of the regrading actions taken.

d. The Graphic Register will prepare for its Chief's signature, notifications to other CIA activities of the regrading of photographs when the request originated within the Agency. A copy of such notifications will be sent to the Records Mgmt & Distrib. Br. for inclusion in the Regraded Documents File.



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